



204 S. Ninth St. • Columbia MO 65201-4899 • www.moumc.org

Job Title:

Director of Youth & Young Adult Ministries

Reports To:

The Director of Youth & Young Adult Ministries will report to the NextGen Coordinator.

Objective:

The Director of Youth & Young Adult Ministries is responsible for the leadership and development of MUMC's youth (6th-12th grade) and young adult (20 – 40 years of age roughly) ministry programs. This involves continuing to develop and grow existing programs at MUMC, partnering with staff and lay leadership to bridge the gap between youth and young adults in the church. The Director will coordinate and support programming for a wide variety of people throughout the church and reach out to those beyond the walls of MUMC.

Church Mission Statement:

Missouri United Methodist Church exists to connect all people to Jesus Christ. We do this by welcoming enthusiastically, growing deeply and serving courageously.

Youth Ministry Motto:

Belong. Believe. Build.

Primary Expectations:

Leadership

- Continue to develop the dynamic and growing atmosphere existent in the youth ministry program at Missouri United Methodist Church.
- Establish meaningful personal relationships with the youth, families, and young adults of the congregation and community by investing in their lives.
- Recruit, inspire, train, empower, and equip ministry volunteers to support the youth ministry's vision; coordinate ministry volunteer scheduling.
- Lead and guide the Youth Ministry Team for planning, collaborating, calendaring, and accountability in your role.
- Continue to develop the ever-changing young adult ministry program through small groups, group events, partnerships within and beyond the church, and more.
- Recruit, develop, and build-up lay leaders in the young adult ministry to lead small groups.
- Remain visible to the congregation through active participation in worship services.

Planning

- Plan events for youth including but not limited to Sunday School, Youth Group, Youth Events, Confirmation, Youth Sunday, Promotion Sunday, Retreats, Mission Trips, Conferences, Fundraisers, and other special events as necessary.

- Develop programming and events for young adults including but not limited to Thursdays on Tap, Small Groups, special events, and more.
- Create and maintain short-term and long-term goals for both ministries

Communication

- Prepare written communications and updates for both ministries (i.e., weekly youth newsletters, weekly young adult newsletters, weekly church newsletter, GroupMe, Discord, occasional texts, website updates, social media, etc.)
- Create an effective information network to communicate schedules and responsibilities to ministry volunteers.
- Collaborate and interface with other staff and volunteers to create interconnected responsibility sharing through shared interests and resources.

Attendance and Hours

- Ability to be present on Sunday mornings throughout the year (4 Sundays given off a year)
- Work four workdays a week (Monday through Friday), with the core working hours being Tuesday, Wednesday, and Thursday from 10am-4pm.
- Expectation to maintain and stick to a sabbath on Mondays or Fridays.

Finance

- Prepare and administer budget within the established guidelines and in compliance with the Missouri United Methodist Church policies and procedures.
- Purchase supplies needed to equip the ministry.
- Maintain the budget and turn in necessary documentation when needed per policy.

Safety

- Oversee the safety of youth while in programming at church, as well as the safety of the youth ministry space and the church building.
- Ensure proper communication of background checks (Safe Gatherings) for all youth ministry volunteers prior to their participation in accordance with the Missouri United Methodist Church's Safe Sanctuaries policies.
- Assist the church office with maintaining necessary records.
- Collaborate with the Facilities Manager to ensure proper care and maintenance of facilities.

Qualifications:

- Youth ministry experience preferred or similar work experience with youth.
- Young adult leadership experience preferred.
- Bachelor's degree or equivalent combination of education and experience to ensure thorough knowledge and ability to perform the duties of the position.
- A desire to serve God through effective ministry leadership and a commitment to the Christian faith with a desire to deepen and mature your own relationship with the Triune God.
- Excellent written and verbal communication skills, organizational skills, conflict management skills, and computer skills.

- Proven ability to work effectively with youth, parents, young adults, diverse individuals, and teams of volunteers.
- Understanding of Methodism, worship, and theology, or the willingness to learn.
- Adept at analyzing situations and identifying priorities while maintaining a calm demeanor.
- Demonstrated leadership a must; desire to engage and lead the members and visitors of our church in a way that is accepting and encouraging.

Hours: This is a non-exempt, full-time position, subject to the personnel policies of the church for non-clergy employees. Position may require periods of overtime. Any offer of employment is contingent upon candidate becoming Safe Gatherings-certified, as required by Missouri United Methodist Church's Safe Gatherings policies. Missouri United Methodist Church is an at-will employer that encourages diversity, equity, and inclusion.